

# COVID-19 Guidance for Businesses and Critical Infrastructure

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# Introduction

The Chicago Department of Public Health (CDPH) is dedicated to providing COVID-19 support and information to workplaces. Our role during the pandemic is to work together with businesses around the city to stay informed about the status of the pandemic. Communication and cooperation with public health officials is very important. The more public health officials understand about your operation, the more they will be able to help you design solutions and find the option that will be least disruptive.

This guide offers employers resources on what to do in the event of COVID-19 cases in the workplace, and how to mitigate spread. COVID-19 can spread within workplaces and, depending on the type of business, to customers. It is critical that businesses provide employees with clear COVID-19 guidance to protect their health, prevent transmission to others, and minimize disruptions to daily operations within the workplace.

We have included information regarding: reporting cases of COVID-19, protocols on worker testing, and when a worker can return to work. Additional guidance is included on safety protocols, worker education, and communication. Some workplaces may have specific industry guidance beyond what is noted in this document, including food processing, healthcare, or educational institutions. Please refer to any available industry specific guidance in addition to this document.

For additional information or if you have questions, please contact the Workplace COVID Team at workplaceCOVID@cityofchicago.org.

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# **Reporting Cases of COVID-19**

If 2 or more cases are reported in the workplace over 14 days, an employer should report those cases to the Chicago Department of Public Health. City-licensed businesses are <u>required</u> to report if they have 5 or more cases within 14 days or if their business is closed due to COVID-19 cases. Cases can be reported using our <u>Online Case Report Form</u>. This may indicate a cluster of cases or outbreak that requires additional follow up.

For questions about reporting a worker with COVID-19, please refer to <u>Public Health Order 2020-2</u> and the Illinois Communicable Disease Code, <u>specifically Section 690.200</u> and Emergency Amendment Section 690.50.

It is important to make every effort to protect a worker's private health information, even in smaller work environments. CDPH will work with you to help submit case information confidentially.

## What to Expect from CDPH When Reporting

# **Workplace Assessment Survey**

Once you report to CDPH, we will follow up with you to do a workplace assessment reviewing your organizations' COVID-19 polices and best practices. We will also review the positive cases you have reported. There are no punitive repercussions to this conversation (ie: you will not be fined or have your business license revoked). The questions we ask are routine and serve the purpose of gathering as much information as possible about cases in your workplace and providing guidance on how to make your work environment as safe as possible. The questions we ask highlight:

- Background information about your business and workforce
- Social distancing in the workplace
- Promoting personal hygiene
- Identifying and Excluding III Workers from Working
- Education, Training, and Communication
- Cleaning/Sanitation/Disinfection
- Personal Protective Equipment (PPE) and Cloth Face Coverings
- Evaluation and Maintenance of Ventilation System

## **COVID-19 Workplace Report**

Once you report any COVID-19 cases at your workplace, you will receive an automatic response from the Workplace Unit Team. Attached to this email will be a fillable COVID-19 workplace report. It is requested that you complete this report with all cases of COVID-19 in your workplace.

Much like the workplace assessment, there are no punitive repercussions to reporting these cases. This report is only used by CDPH to inform us about COVID-19 clusters/outbreaks, to provide you specific guidance for your business, and to help public health officials understand trends in the pandemic and how COVID-19 is affecting our community. Some of the details we will ask you to provide in this

#### document include:

- Demographic information for positive COVID-19 cases including: name, DOB, sex, race/ethnicity, phone number, home address
- The role/location of positive individuals in your facility including: job title, shift, department
- Information regarding positive cases illness including: date of first symptom, test date, test result, date facility was notified of illness, date facility notified CDPH, last date worked

# **Laws Governing Reporting**

Public Health Order No. 2020-2 (amended 10/1/20):

**SECTION 4.** Except as otherwise provided in Section 3 of this Order, any business or establishment licensed or required to be licensed under Title 4 of the Municipal Code of Chicago shall immediately report the following to CDPH: (1) any suspension in operations due to COVID-19 cases among employees or patrons; or (2) any instance in which the business learns that five or more employees or patrons have tested positive for COVID-19 occurring within 14 calendar days of each other. The requirements of this Section shall be reported via a mechanism to be detailed and described on the <u>CDPH website</u>.

If you are licensed by BACP then you are required to report to us if you're having an outbreak or are closed due to cases of COVID-19. All businesses regardless of licensure are strongly encouraged to report to us if they have 2 or more employees test positive for COVID-19 within 14 days.

If CDPH learns about cases in your workplace through routine investigations, contact tracing or complaints then the <u>Illinois Communicable Disease Code</u> mandates that you cooperate with a public health investigation:

Pursuant to Section 690.30(a), the Department and local health authorities may investigate the occurrence of cases, suspect cases or carriers of COVID-19 in a public or private place for the purposes of verifying the existence of the disease, locating and evaluating contacts of cases, identifying those at risk of disease, and determining necessary control measures. Such investigations may include entering a place of employment for purposes of conducting investigations of those conditions within the place of employment that are relevant, pertinent and necessary to the investigation. When two or more suspected cases of COVID-19 occur in any business, organization, institution, facility, school or daycare the business owner, or the person in charge of the establishment shall cooperate with public health authorities in the investigation of cases, suspect cases, outbreaks and suspect outbreaks.

A public health investigation typically entails filling out a survey (as described above) about practices to prevent COVID-19 spread and providing details on employees' exposures.

# **Contact Tracing in the Workplace**

If a worker tests positive in the workplace, co-workers that may have come in to contact with the infected individual should be informed of potential exposure, while maintaining the employee's confidentiality.

# **Basic Guidelines for Employer Contract Tracing**

Workplace contact tracing is a narrower version of the contact tracing that public health officials are doing to contain the spread of COVID-19.

- **Risk of Exposure (6-15-48).** CDC has determined that COVID-19 exposure risk begins when someone is within **6 feet** of an infected person for **15 minutes** or more over the course of a day. Someone with COVID-19 may be infected within the **48 hours before** the onset of symptoms. This is why quarantine of exposed people is so important to preventing spread.
- Identify and Notify. If one or more workers is diagnosed with COVID-19, a business should act
  quickly to identify and notify any co-workers or patrons who might have been exposed during
  the infectious period. Additionally, general notifications to the entire staff should be issued to
  inform them of potential exposure.
- Precautionary Steps. Businesses should advise any worker who may have been exposed to
  COVID-19 to quarantine and self-monitor for 14 days from last exposure. However, if a business
  is considered essential, as a last resort and in limited circumstances, CDC guidelines say exposed
  workers can continue to work onsite as long as they have no symptoms while taking the
  following actions prior to and during their work shift:
  - Pre-Screen: Employers should measure the employee's temperature and assess symptoms prior to them starting work. If possible, temperature checks should be conducted before the individual physically enters the facility.
  - Wear a Mask: The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue face masks or can approve employees' supplied cloth face coverings in the event of shortages.
  - Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
  - Disinfect and Clean workspaces: Clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment (keyboards, phones, touch screens) routinely.
  - Regular Monitoring: As long as the employee doesn't have a fever or symptoms, they should self-monitor under the supervision of their employer's occupational health program.

For additional guidance on essential workers, see CDPH COVID-19 Guidance for Critical Infrastructure Workers

- Symptom Development or Positive Test. Workers who develop symptoms should be evaluated for infection and promptly isolate themselves for at least 10 days since their symptoms first appear (or for asymptomatic individuals, from their test date) and for at least 24 hours without fever (without using fever-reducing medications). For additional information, workers can be referred to CDPH guidance on What to Do if You're Sick.
- Reporting to CDPH Under Public Health Order No. 2020-2, healthcare facilities and congregate facilities, including schools, jails, correctional facilities, adult transition centers (halfway houses), children's services facilities, child care institutions, adult family care centers, assisted living establishments, long term care facilities, adult family care homes and all community living facilities must report to CDPH clusters of 2 or more cases of COVID-19 occurring within 14 calendar days of each other within 24 hours of identifying the cluster.

Any business or establishment licensed or required to be licensed under Title 4 of the Municipal Code of Chicago shall immediately report the following to CDPH: (1) any suspension in operations due to COVID-19 cases among employees or patrons; or (2) any instance in which the business learns that five or more employees or patrons have tested positive for COVID-19 occurring within 14 calendar days of each other. The requirements of this Section shall be reported via a mechanism to be detailed and described on the CDPH website.

Per the Illinois Communicable Disease code, these facilities must cooperate with a public health investigation.

Reports should be submitted via CDPH's confidential online reporting form.

To protect an individual's privacy, workers should only be informed that they may have been exposed to a patient with the infection. They should not be told the identity of the individual(s) who may have exposed them.

## **Recommended Best Practices for Contact Tracing**

In order to ensure effective contract tracing, it is suggested that businesses consider the following:

- Maintain attendance records, including workers' scheduled shifts
- For indoor office environments, maintain a current floor plan or seating chart
- For jobsites, document all workers, vendors, subcontractors and visitors who enter the site, collect contact information
- Keep track of workers assigned to specific work areas, groups of workers who work together on
  a specific task or are otherwise working in close contact (within 6 feet) for a prolonged period of
  time (more than 15 minutes)

# **COVID-19 Testing**

Provide testing information to workers including who should get tested, when they should get tested, and where they can get tested.

In some cases, CDPH may have the ability to help your business with testing resources. Please email workplaceCOVID@cityofchicago.org for more information.

For testing location information, please refer workers to the following links:

- Testing locations in the City of Chicago
- Testing Locations in the State of Illinois



# Workers Exposed to COVID-19

Workers who were in close contact with a person suspected or confirmed for COVID-19 should stay home for 14 days and monitor COVID-19 symptoms.

On **December 2, 2020** the CDC issued a revised recommendation for workers in close contact with a person suspected or confirmed for COVID-19. This guidance applies to quarantine of individuals **with exposure to someone who has been diagnosed** with COVID-19. *It does not alter existing isolation recommendations for individuals diagnosed with COVID-19 themselves* 

There are now two additional options for how long quarantine should last, **for people without symptoms**, based on local availability of viral testing:

- OPTION 1: If an individual has no symptoms and tests negative at least 5 days after last contact, they can discontinue quarantine after 7 days
- **OPTION 2:** Quarantine can be discontinued **after 10 days** (from last close contact) if an individual remains asymptomatic without a negative viral test.

A test-based return to work policy is no longer recommended as workers can continue to test positive despite no longer being infectious.

For workplaces to adopt these new guidelines, they must be able to:

 Track testing results for individuals who were tested to ensure they meet criteria to end quarantine • Ensure individuals continue to monitor symptoms for 14 days and immediately send workers home if symptoms develop

## After stopping quarantine, workers should:

- Watch for symptoms until 14 days after exposure.
- If they develop symptoms, immediately self-isolate, contact their healthcare provider, and be tested immediately with a molecular or antigen-based test (e.g. a nose or mouth swab).
- Wear a mask, stay at least 6 feet from others, wash their hands, avoid crowds, and take other steps to prevent the spread of COVID-19.

#### Workers Who Test Positive for COVID-19

**Workers who test positive for COVID-19** should follow the CDC Guidelines of what to do when a person tests positive from COVID-19.

Workers with COVID-19 must stay home for at least 10 days after symptoms first appear and be symptom-free for at least 24 hours, including fever free without use of medicine.

- If the worker tests positive but does not have symptoms, they should stay home for 10 days following the first positive test.
- Workers should not be required to show negative tests to return to work.
- If a letter for work is required, workers can get a work excuse note from their doctor. The Chicago Department of Public Health can provide a work excuse note for COVID-19 cases and their close contacts if they are a Chicago resident.
- Encourage workers to communicate and cooperate with contact tracers when called. If they
  receive a call from 312-74-COVID (312-742-6843), they should provide the contact tracer with as
  much information as possible. Their names will not be shared with any other agencies, such as
  law enforcement or immigration, or with any of their contacts. This is an important strategy for
  minimizing the spread of the virus.

#### **Anti-Retaliation Ordinance**

The Anti-Retaliation Ordinance prohibits employers from retaliating against employees for obeying an order issued by the Mayor, Governor, Chicago Department of Public Health, or healthcare provider having to do with COVID-19.

Employers are also prohibited from taking any adverse action against an employee for caring for someone who has been issued certain orders having to do with COVID-19.

City of Chicago Anti-Retaliation Ordinance

#### **Paid Sick Leave**

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020. Employers that voluntarily continue to provide paid sick and family leave after December 31, 2020 will continue to receive employer tax credits through March 31, 2021. For additional details please see Families First Coronavirus Response Act: Employer Paid Leave Requirements

# **Creating Workplace Policies**

CDPH recommends that all workplaces create a COVID-19 safety plan. If you have not already done so, below is some basic guidance on creating a COVID-19 safety plan in the workplace. Topics include:

- Information Access for Workers
- Social Distancing
- Personal Hygiene Guidelines for Workers
- Cleaning and Sanitation Standards
- Personal Protective Equipment
- Environmental Air Quality and Ventilation

#### **Information Access for Workers**

Employers should provide educational tools and trainings to workers to help prevent spread of COVID-19.

- Meetings and trainings about COVID-19 should be conducted in the preferred language of the worker.
- COVID-19 training should be conducted to educate workers on COVID-19 best practices
  including: symptoms of COVID-19, workplace exposure risks, reminding workers not to touch
  their mouth, nose, and eyes, and proper hand hygiene.

Signs should be placed throughout the facility reminding workers to stay home when sick, use cough and sneeze etiquette, use hand hygiene, and to promote socially distancing. These should be translated when possible, for workplaces with non-English speakers.

## **Social Distancing**

Employers should configure the work environment so workers are able to maintain social distance of 6ft or more. This should include workstations, breakrooms, clock-in/out stations, restrooms, locker rooms (if applicable), conference rooms (if applicable), and common areas.

Additional strategies to ensure social distancing in the workplace could include:

- Use visual cues, such as floor markings and signs, to promote distancing of 6 ft or more among individuals.
- Identify alternative break areas for workers if needed.
- Stagger shift start/end time and breaks.

# **Personal Hygiene Guidelines for Workers**

Employers should reinforce best practices for worker hygiene to prevent the spread of COVID-19. Practicing good hand hygiene, which includes the use of alcohol-based hand rub (hand sanitizer) or handwashing, is a simple yet effective way to prevent the spread of pathogens and infections.

- Provide multiple hand washing and sanitizer stations in multiple locations that are easily accessible to workers.
- Reinforce proper hand hygiene and cough and sneeze etiquette for workers in trainings and through signs.
- Increase the number of opportunities for workers to practice personal hygiene.

# **Cleaning and Sanitation Standards**

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of a COVID-19 safety plan. The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.



Cleaning and sanitization procedures should be implemented to ensure a safe workplace and prevent the further spread of COVID-19.

- Proper time should be designated to allow for thorough cleaning and sanitizing of the workplace.
- Any shared equipment and all touch areas should be properly cleaned and sanitized between uses.
- Common areas and counters should be cleaned frequently.
- High touch areas should be cleaned and sanitized at least once per shift.

## **Personal Protective Equipment**

All workers must have access to and wear appropriate personal protective equipment (PPE) as recommended by CDC.

- All workers should be provided Personal Protective Equipment (PPE) such as cloth face coverings, gloves, face shields, and aprons.
- Facemasks should be replaced as needed or at the start of each shift.

• Workers can be allowed to wear their own PPE as long as it meets the standards outlined by CDC.

## **Environmental Air Quality and Ventilation**

Proper ventilation helps prevent the further spread of COVID-19 in the workplace. Business owners should consult with an HVAC engineer to ensure adequate ventilation and sanitation of air filters. Additional steps to ensure proper air quality in the workplace include:

- Personal cooling fans should be removed from shared workspaces to minimize blowing of air from one person to another.
- Steps should be taken to prevent heat hazards in the workplace.

# **COVID-19 Vaccine Phases and Planning**

There will be a phased roll-out of the COVID-19 vaccine in Chicago with a very limited supply at the beginning, so certain groups will be prioritized. Everyone is encouraged to get vaccinated as soon as it's their turn. Supplies will increase over time and it is expected that all adults will be able to get vaccinated later in 2021. Once a vaccination phase begins, people in that phase are eligible to receive the COVID-19 vaccine indefinitely. Tentative dates are dependent on vaccine supply.

For the most up-to-date information regarding the roll-out of the COVID-19 vaccine in Chicago please refer to <u>City of Chicago Vaccine Distribution Phases</u>

#### **Vaccinated Persons: Exposure Interim Quarantine Guidance**

#### Quarantine after exposure

Vaccinated persons who are a close contact to a confirmed COVID-19 case are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (2 weeks or more after receiving the second dose in a two-dose COVID-19
  vaccine series or more than 2 weeks following receipt of one dose of a single-dose COVID-19
  vaccine)
- Have remained asymptomatic since their last contact with the infected person
- Are not inpatients or residents in a health care setting

Persons who do not meet all of the above criteria are required to quarantine after exposure as outlined above.

Fully vaccinated persons who are not required to quarantine should monitor their health for 14 days after exposure. If they experience symptoms, they must self-isolate and get tested for COVID-19.

Vaccinated persons must also continue to adhere to all recommended protective measures, including, but not limited to, wearing a mask (and utilizing job-specific PPE), maintaining physical distance, practicing hand hygiene, and avoiding crowds and poorly ventilated spaces.

# Resources

For COVID-19 updates, data and resources, visit <a href="https://www.chicago.gov/coronavirus">www.chicago.gov/coronavirus</a>

#### Cases of COVID-19

What to do when a confirmed COVID-19 has been in your facility

CDC Guidance on When to Quarantine

Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings

Families First Coronavirus Response Act: Employer Paid Leave Requirements

Chicago's Business Affairs and Consumer Protection Sick Leave Resources

COVID-19 Guidance for Critical Infrastructure Workers

#### **COVID-19 Vaccine Resources**

**COVID-19 Vaccine Resources for Employers** 

City of Chicago COVID-19 Vaccine Resources

**COVID-19 Vaccine Finder** 

**COVID-19 Vaccine Basics** 

#### **Contact Tracing**

<u>Case Investigation and Contact Tracing in Non-healthcare Workplaces: Information for</u> Employers

#### **COVID-19 Testing**

Testing Locations in the City of Chicago

Testing Locations in the State of Illinois

## **Guidance for Creating and Updating a COVID-19 Safety Plan**

**CDC Business Guidance** 

**CDC Business FAQs** 

OSHA Guidance on Preparing Workplaces for COVID-19

Occupational Safety and Health Administration Guide to the Control and Prevention of COVID-

<u> 19</u>

**CDC** guidelines on Social Distancing

CDC/EPA Guidance for Cleaning and Disinfecting for Workplaces

**List of EPA-Approved Disinfectants** 

CDC guidance on the use of masks to help slow the spread of COVID-19

When to Wear Gloves

Environmental Protection Agency's Guide to Ventilation and Coronavirus (COVID-19)

ASHRAE (American Society for Heating, Refrigerating, and Air Conditioning Engineers) COVID-19 Resources

#### **Industry Specific COVID- 19 Resources**

#### **OSHA Industry Specific Resources**

#### Restaurants/Bars

CDPH COVID-19 Guidance for Restaurants and Bars

IDPH COVID-19 Food Establishment Guidance

National Restaurant Association COVID-19 Guidance

CDC COVID-19 Guidance for Restaurants and Bars

FDA Food Safety and the Coronavirus

#### Manufacturing (Factory)

CDPH COVID-19 Guidance for Manufacturing

Illinois Manufacturers COVID-19 Guidance

National Association of Manufacturers COVID-19 Guidance

CDC COVID-19 Guidance for Manufacturing Workers and Employers

#### **Food Production (non-meat)**

CDPH COVID-19 Guidance for Manufacturing

IDPH COVID-19 Guidance for Food Production

FDA COVID-19 Guidance for Food Production

#### **Meat/Poultry Production**

CDPH COVID-19 Guidance for Manufacturing

IDPH COVID-19 Guidance for Meat/Poultry Production

CDC COVID-19 Guidance for Meat/Poultry Production

American Association of Meat Processors COVID-19 Resources

#### Construction

Association of General Contractors COVID-19 Guidance

CDC COVID-19 Guidance for Construction Workers

#### Retail

CDPH COVID-19 Guidance for Retail

National Retail Federation COVID-19 Guidance

Retail Industry Leaders Association COVID-19 Guidance

# **Guidance for Employees**

#### What to Do If You Test Positive

#### **Use Chi COVID Coach**

You should first use the Chi COVID Coach, an app developed to help you know what to do if you have COVID-19 symptoms. Once you sign up, CDPH will check back with you via text message. CDPH will let you know what you and the other people in your household should do to limit the spread of COVID-19, help you know how long you need to stay separated from others, and give you day-by-day guidance throughout a potential isolation or quarantine period.

CDPH encourages individuals who test positive to report their case using the COVID-19 Online Case Report Form or by calling 312-746-4835.

#### Follow these guidelines

If you are mildly ill and can recover at home, follow the steps below to care for yourself and to help protect other people in your home and community.

- Stay home except to get medical care
- Put 6ft distance or more between yourselves and people who don't live in your household
- Avoid close contact with people who are sick
- Avoid sharing personal household items
- Wash your hands often with soap and water for at least 20 seconds
- Cover your coughs and sneezes
- Wear a face covering when in public and around others (even at home)
- Clean and disinfect frequently touched surfaces daily, like doorknobs, light switches, phones, and faucets
- Monitor your health daily and watch for symptoms of COVID-19
- Call ahead before visiting your doctor

Learn more at Centers of Disease Control & Prevention

#### **Return to Work Guidance**

#### If You Are Exposed to COVID-19

**If you are in close contact with a person suspected or confirmed for COVID-19** you should stay home for 14 days and monitor COVID-19 symptoms.

There are now two additional options for how long quarantine should last, **for people without symptoms**, based on local availability of viral testing:

- **OPTION 1:** If an individual has no symptoms and tests negative at least 5 days after last contact, they can discontinue quarantine **after 7 days**
- **OPTION 2:** Quarantine can be discontinued **after 10 days** (from last close contact) if an individual remains asymptomatic without a negative viral test.

#### If you Test Positive for COVID-19

**If you test positive for COVID-19** you should follow the CDC Guidelines of what to do when a person tests positive from COVID-19.

Every person with COVID-19 must stay home for at least 10 days after symptoms first appear and be symptom-free for at least 24 hours, including fever free without use of medicine.

- If you test positive but do not have symptoms, stay home for 10 days following the first positive test.
- You should not be required to show negative tests to return to work.
- If a letter for work is required, you can get a work excuse note from your doctor. The Chicago Department of Public Health can provide a work excuse note for COVID-19 cases and their close contacts if they are a Chicago resident.

We encourage you to communicate and cooperate with contact tracers. If you receive a call from 312-74-COVID (312-742-6843), please provide the contact tracer with as much information as possible. Your name will not be shared with any other agencies, such as law enforcement or immigration, or with any of their contacts. This is an important strategy for minimizing the spread of the virus.

#### **Additional Resources**

#### **Vaccination Information**

CDPH Vaccine Planning

#### **Testing Location information**

- Testing Locations in the City of Chicago
- Testing Locations in the State of Illinois

#### City of Chicago Resources

- CDPH Guide to Managing Your Health
- CDPH Latest COVID-19 Guidance
- City of Chicago Anti-Retaliation Ordinance

#### Additional CDC Guidance

- Your Health | COVID-19 | CDC
- BACP COVID-19 Resource Center